
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
Phone: 906-358-4226 Fax: 906-358-4913



POSTED: July 22nd, 2022 DEADLINE: August 5th, 2022

JOB DESCRIPTION

POSITION: Lac Vieux Desert Administrative Assistant (Tribal Administration Center)

DEPARTMENT: Tribal Administration

REPORTS TO: Tribal Treasurer

LOCATION: Tribal Administration Offices

EMPLOYMENT: Full-time

SALARY: \$13.50 - \$17.00/ hr. Depending on Experience

JOB DESCRIPTION:

The Lac Vieux Desert Administrative Assistant under the direction of the Tribal Council Treasurer, is responsible for providing administrative support to the Tribal Administration Offices. The Administrative Assistant will welcome on-site visitors and provide direction and access to visitors. The Administrative Assistant is responsible for administrative/secretary duties as assigned, which includes but is not limited to: overseeing mass mailings, answering calls, directing visitors to the appropriate personnel, and assisting with clerical duties as assigned.

DUTIES AND RESPONSIBILITIES:

- Welcomes onsite visitor access and monitors visitor access and notifies visitors of personnel availability.
- Answer all incoming calls and forward to the appropriate personnel.
- Update appointment calendars.
- Receive, sort, stamp and route mail to appropriate location(s); responsible for all incoming and outgoing mail deliveries including mass mailings.
- Maintain fax machine, assist users, deliver incoming/outgoing faxes to appropriate location/personnel.
- Maintain office supply inventory; responsible for ordering, receiving, stocking and organizing all office supplies.
- Create memos, correspondence, reports and other documents, as necessary; as well as distribution of correspondence to all appropriate location(s).
- Distribute timecards and prepare timecards.
- Ensure all areas are safe, clean and tidy.
- Assist executive officers/administrator with clerical duties.
- Uphold confidentiality at all times.

- Perform clerical duties assigned; such as photocopying, filing, faxing, emailing, etc.
- Responsible to complete all other duties as assigned and not detailed in this job description as provided by the Tribal Council Treasurer.

MINIMUM QUALIFICATIONS:

- Must be 18 years of age or older.
- High school diploma or GED.
- Must be able to work under minimal supervision and ability to manage multiple requests simultaneously.
- Must be able to lift 50 pounds, stand and/or sit for long periods of time.
- Ability to interact constructively with people in a highly emotional and adversarial situation(s); respond to requests of service and assistance.
- Speaks clearly and persuasively in positive and negative situations.
- Ensures professional demeanor and appearance.
- Leadership skills including problem solving and confident in decision making.
- Ability to accurately use Microsoft Word and Microsoft Excel.
- Follows policies and procedures and completes administrative tasks on time.
- Consistently at work on time; ensures work responsibilities are covered when absent
- Must pass all background checks and any other pre-employment screenings.
- Required to possess and maintain a valid Drivers License; ability to meet minimum insurance requirements to utilize GSA vehicle(s).

PREFERRED QUALIFICATIONS:

- Working in a Native American Community.
- (2) years experience - administrative/secretarial duties.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position

Date Approved by the Tribal Council: September 23, 2021

Lac Vieux Desert Band of Lake Superior Chippewa Indians
Human Resources Department
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Sign _____ **Date** _____

